

SEWER DISTRICT MANAGER
ERIE COUNTY DEPARTMENT OF ENVIRONMENT AND PLANNING
DIVISION OF SEWERAGE MANAGEMENT
Salary Range \$51,232 - \$67,758

DISTINGUISHING FEATURES OF THE CLASS: The work involves planning, organizing and directing the operations of sewage treatment plants and appurtenance of a regional sewer system. Work responsibilities include providing direction and control over all Sewer District operations and acting as liaison between the regional system and local officials. Incumbents are either directly responsible for an individual districts(s) or work in the main office, planning, developing and coordinating technical programs and systems. This is a technical supervisory position with administrative responsibilities. General supervision is received from the Assistant Deputy Commissioner-Operations or other higher level professional or administrative employee. Supervision is exercised over a large number of supervisory, technical and/or maintenance personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

When assigned to District:

Directs the overall operation of the sewerage system(s), including sewage pump stations, collection systems, overflow retention facilities and wastewater treatment plants;

Develops and directs the overall maintenance program of the sewerage system(s) including sewage pump stations, collection systems, overflow retention facilities and wastewater treatment plants;

Develops, maintains and submits the necessary reports and records to the State and Federal regulatory agencies as required by the SPDES permits and rules and regulations;

Maintains liaison with County and local officials, developers, contractors, plumbers, et al;

Provides and prepares information and reports for the Deputy Commissioner and Chief Treatment Plant Supervisor for review, discussion and evaluation;

Assists in the preparation of budgets, tax rolls, purchase requisitions;

Assists in report preparation for various operational conditions and submits same to the Deputy Commissioner and Chief Plant Supervisor approval;

Supervises all personnel functions within the District;

Oversees and directs the necessary training of District staff;

Assists in the review and approval of plans and submission to the Division of Sewerage Management;

Attends the appropriate Board of Managers meetings.

When assigned to Main Office:

Assists in the preparation, initiation and maintenance of an industrial pretreatment program;

Prepares, initiates and maintains an industrial cost recovery and user charge system for financing sewer districts;

Reviews the operation and maintenance manuals, plan of operations, etc. as prepared by the consulting engineers and implements same;

Establishes an equal employment opportunity plan for the sewerage system and monitors same for compliance;

Directs the overall operation of the sewer system(s), including sewage pump stations, collection systems and sewage treatment plants;

Maintains liaison with County and local officials, developers, contractors, plumbers, etc.;

Reviews and approves maintenance schedules for the system;

Reviews reports and evaluates systems operating conditions;

Prepares budgets, tax rolls, purchase requisitions;

Directs all personnel functions for the system;

Assists the Division of Sewerage Management in reviewing and approving plans prepared by other agencies.

SEWER DISTRICT MANAGER (continued....)

Page 2

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of sewer and sewage treatment plant operation and maintenance; good knowledge of laws and regulations that relate to sewerage management; ability to plan, develop and direct sewage treatment policies and programs; ability to read and interpret blueprints, plans and specifications; ability to establish and maintain good working relationships with the public and other officials; initiative; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor of Science or Bachelor of Art degree in Sanitary, Civil Environment, Chemical Engineering or related field and four (4) years experience in sewer design, and/or construction, sewerage systems operation and maintenance work or wastewater treatment plant operations, at least two (2) years of which were in a supervisory position; or:
- B) Completion of a minimum of 60 semester credit hours from a regionally accredited or New York State registered college or university with a major in Construction, Mechanical or Civil Technology and six (6) years experience in a sewer design and/or construction, sewerage system operation and maintenance work or wastewater treatment plant operation, two (2) years of which were in a supervisory position; or:
- C) Graduation from high school or possession of a high school equivalency diploma and eight (8) years of satisfactory experience in the operation of a wastewater treatment plant, at least seven (7) years of which is experience in the operation of a type 4A treatment plant and meets the requirements as outlined by New York State Department of Environmental Conservation for a type 4A Wastewater Treatment Plant Operator's Certification and two (2) years of which was in a responsible supervisory position (Note: possession of a type 4A Wastewater Operator's certificate is required under this provision); or:
- D) Graduation from high school or possession of a high school equivalency diploma and eight (8) years of satisfactory experience in the operation and maintenance of a wastewater collection system and is eligible for a type 4 Collections System Certification as outlined by New York Water Environment Association (NYWEA) and two (2) years of which was in a responsible supervisory position; or:
- E) An equivalent combination of training and experience as defined by the limits of (A), (B) (C) and (D) above.

SPECIAL REQUIREMENT:

Possession of a valid New York State Motor Vehicle Operator's License.

NOTE: A supervisory position is defined as a position in which supervision was a major responsibility of the job. Occasional or partial supervision of work crews is not acceptable supervisor experience.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full time experience requirements.

Qualified candidates should send resumes to:

Erie County Division of Sewerage Management

95 Franklin Street, Room 1034

Buffalo, NY 14202

Attn: Charles Katra

EOE